

Regular Meeting

Agenda Item #	2
Meeting Date	July 9, 2007
Prepared By	Daryl Braithwaite Public Works Director
Approved By	Barbara B. Matthews City Manager

Discussion Item	Single Reading Ordinance Authorizing Execution of a Contract for Construction Inspection Services
Background	<p>The Public Works Department solicited bids for construction inspection services. Four bids were received. Two bids were deemed non-responsive.</p> <p>The bids received from Mafi Associates and EBA Engineering Inc. were reviewed and determined to be responsible and responsive. The hourly rate quote from both vendors was similar (\$40 for Mafi and \$42.50 for EBA). The City Engineer recommends awarding contracts to both vendors. In this way, the City can call upon each company in turn to provide an inspector for a project. Additionally, this would enable the City to schedule multiple projects simultaneously or with an overlapping schedule without compromising inspection services.</p> <p>The proposed contract would be for a three-year period, with provisions to extend the contract for an additional one-year period.</p>
Policy	<p><u>City Code Section 7.04.060</u></p> <p>“The City Council shall, by ordinance duly enacted, approve all expenditures of \$5,000.00 or more for professional services. .. “</p>
Fiscal Impact	Both the Capital budget and Stormwater Management Fund budget include funding for inspection services as part of a project’s overall cost. Anticipated expenditures for inspection services are projected to be approximately \$20,000 annually.
Attachments	Draft Single Reading Ordinance awarding contracts to Mafi Associates and EBA Engineering, Inc.
Recommendation	Adopt ordinance and award contracts to Mafi Associates and EBA Engineering, Inc.
Special Consideration	

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2007-**

**AWARD OF CONTRACT
FOR CONSTRUCTION INSPECTION SERVICES**

WHEREAS, in accordance with the City's procurement procedures, the Public Works Department solicited bids for construction inspection services; and,

WHEREAS, in response to the City's solicitation, four bids were submitted, two of which were determined to be non-responsive; and,

WHEREAS, the Public Works Department has determined that the bids received from both Mafi Associates and EBA Engineering, Inc. are responsive and responsible; and,

WHEREAS, the Public Works Department recommends award of contracts to both vendors to enable the City to undertake multiple projects simultaneously and to provide for maximum flexibility in scheduling projects that require inspection services; and,

WHEREAS, funds are available to cover the anticipated cost of these services.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is authorized to enter into a contract with Mafi Associates and EBA Engineering, Inc to provide construction inspection services on an as-needed basis.

SECTION 2 Funding for said construction inspection services is available in the Public Works Department's operating budget and the Stormwater Management Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this _____ day of July, 2007 by roll-call vote as follows.

AYE:

NAY:

ABSTAIN:

ABSENT: